

HEALTHY WORKFORCE CHALLENGE FORMAT & GUIDELINE CHECKLIST

Project applications should be submitted to the DRA office, 236 Sharkey, Suite 400, Clarksdale, MS 38614 by the stated deadline; please submit original and two copies. Applications should be arranged in the following section sequence and should include the following information:

Checklist

<hr/> <hr/> <hr/>	Section 1: Application Forms 1) Federal Standard Form 424 (SF 424) 2) Federal Standard Form 424A: Budget Information 3) Federal Standard Form 424B: Non-Construction Assurances
<hr/>	Section 2: Project Proposal Summary (Suggested length 2 to 3 pages; size 12 font, 1.5 spaced) Provide a project summary that describes the pilot program designed to impact behavior change in the workplace and the behaviors, industries and geographic area targeted. Please be sure to touch on expected improved health outcomes and how these outcomes will help to solve local workforce challenges. Please also include the name, title and contact information for the person to be contacted on matters involving this application.
<hr/>	Section 3: Statement Verifying Application to HRSA Delta States Network Grant Program Provide a brief statement of no more than 1 page verifying that an application was submitted to the Delta States Rural Development Network Grant Program and summarizing that application.
<hr/> <hr/> <hr/>	Section 4: Project Narrative (Suggested length 7 to 12 pages): Comprehensive framework and project description. 1) Goals & Objectives: Describe the overall goals and objectives of the project, and how they fit with the healthy workforce challenge description. 2) Community Needs Assessment, Purpose & Rationale for the Project: Describe the specific purpose and need for the project and the problems or issues the project will address. Show how the proposal fits with the community's workforce health needs. Include reference to the health care services available in the service area. 3) Project Description: Provide a detailed description of the major project activities, including what will be done, who will complete each activity, and a projected timeline for project completion. Discuss evidence-based approaches that will help address the specific workforce health needs of the

